



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93248-5001

NASLEMINST 5213.1G

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NAS LEMOORE INSTRUCTION 5213.1G

Subj: REPORTS MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5214.2B
(b) COMNAVAIRPACINST 5214.1

Encl: (1) Consolidated List of Recurring Reports

1. Purpose. To issue a consolidated listing of recurring reports that are required inter-departmentally or by higher echelons per references (a) and (b).

2. Cancellation. NASLEMINST 5213.1F

3. Action

a. Reports Management. The Administrative Officer is assigned the task of maintaining and publishing a weekly periodic tickler.

b. Reports Submission. Each department/special assistant shall ensure submission of reports listed in enclosure (1). The Required Reports Tickler Sheet, provided for each report, will be returned to Central Files (Code 11A13) with the appropriate information that completes the report (e.g., Standard Subject Identification Code (SSIC), serial number and date for a letter or a Date Time Group for a message) annotated. The applicable report symbol shall be inserted in the report as follows:

(1) Letter report - In parenthesis after the subject.

(2) Forms report - Upper right hand side of the page opposite the form number.

(3) Message report - In parenthesis after the subject.

4. Responsibility. All departments and special assistants shall review enclosure (1) and report errors, additions, deletions and recommendations to the Administration Department, Code 11A13.


L. D. CHILDRESS

Distribution: (NASLEMINST 5215.2U)
Lists B and E

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TITLE	TICKLER DATE	DUE DATE	REFERENCE	COGNIZANT DEPT/OFFICE CODE
<u>MONTHLY</u>				
NAVAIRPAC Supply Operations Data Report	1st each month	15th each month	COMNAVAIRPACINST 4453.2	40
Statement of Operations and Net Worth (Catholic)	10th each month	20th each month		013
Statement of Operations and Net Worth (Protestant)	10th each month	20th each month		013
Bldg. 43 Access List	20th each month	30th each month	CSFWPACINST 5530.14	10
Supply Distribution and Inventory Control Operations Report	25th each month	30th each month	NAVSUP 285-CH5 SEC 3, PARA 1	40
<u>QUARTERLY</u>				
DOD Summary No Loss Fire Emergencies Report	1 Jan/Apr Jul/Oct	25 Jan/Apr Jul/Oct	OPNAVINST 11320.25	30
Discrimination and Sexual Harassment Reports	1 Jan/Apr Jul/Oct	10 Jan/Apr Jul/Oct	OPNAVINST 5354.3	064
Precision Approach Landing System (PALS) Training/ Qualifications/Report	1 Jan/Apr Jul/Oct	10 Jan/Apr Jul/Oct	CNAPINST 3720.2	30
Inventory Accuracy Officer Report	13 Dec/Mar Jun/Sep	10 Jan/Apr Jul/Oct	NAVSUPINST 4440.132	40
Bachelor Quarters Maintenance Real Property (MRP)	3 Dec/Mar Jun/2 Sep	3 Jan/Apr Jul/2 Oct	OPNAVINST 11000.3	40
Aircraft Accounting Audit Report	22 Feb/May Aug/Nov	5 Mar/Jun Sep/Dec	OPNAVINST 5442.2	30
Quarterly Report of DOD Support to Law Enforcement Agencies	10 Mar/Jun Sep/Dec	10 Apr/Jul Oct/Jan	SECNAVINST 5820.7	39

Encl (1)

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TITLE	TICKLER DATE	DUE DATE	REFERENCE	DEPT/OFFICE CODE
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QUARTERLY (CONTINUED)

Inventory Control Effectiveness Report	18 Mar/May Aug/Dec	10 Apr/Jun Sep/Jan	NAVSUPINST 4440.115	40
Chief Petty Officer Social Roster	1 Apr/Jul Oct/Jan	30 Apr/Jul Oct/Jan		10
Productivity and Cost Avoidance Initiatives	1 Jun/Sep Nov/Mar	15 Jul/Oct Dec/Apr	CINCPACFLT ltr 5200 Ser N4621 of 30 May 95	12
Quarterly Report of Suspended Material	15 Sep/Dec Mar/Jun	30 Sep/Dec Mar/Jun	NAVSUPINST 4400.91	40
Military Working Dogs Quarterly Report	17 Sep/Dec Mar/Jun	15 Oct/Jan Apr/Jul	OPNAVINST 5585.2	39
Staff Directory and Social Roster	1 Dec/Mar Jun/Sep	20 Dec/Mar Jun/Sep		10
Navy Official Mail Cost	30 Dec/Mar Jun/Sep	15 Jan/Apr Jul/Oct	COMNAVAIRPAC 010658ZJUL93	10
Criminal Activity, Discipline Infractions, and Court-Martial Report	26 Dec/Mar Jun/Sep	1 Jan/Apr Jul/Oct	CNAPINST 5440.15	011
Active Duty Chaplain's Report	9 Dec/Mar Jun/Sep	5 Jan/Apr Jul/Oct	OPNAVINST 1730.1	013
(SHORAC 50) Installation Security Force Update	13 Dec/Mar Jun/Sep	10 Jan/Apr Jul/Oct	CNAP ltr 5530 Ser 531/1830	39
Quarterly Tracking of Obligations for Morale, Welfare and Recreation and Child Development Programs	15 Dec/Mar Jun/Sep	15 Jan/Apr Jul/Oct	CNAP ltr 7000 Ser N465/02996	90
Precious Metals Recovery Program	22 Dec/Mar Jun/Sep	15 Jan/Apr Jul/Oct	NAVAIRINST 4010.1	40
Runway Arresting Gear Usage Report	22 Dec/Mar Jun/Sep	15 Jan/Apr Jul/Oct	NAVAIRINST 13810.3	30
NAVFAC Drawing Numbers	22 Dec/Mar Jun/Sep	15 Jan/Apr Jul/Oct	DESIGN MANUAL #6, Part 2, Section 4	50

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<u>SEMI-ANNUAL</u>				
Report of Use of Government Owned Wood Household Goods Boxes	10 Jan/Jul	30 Jan/Jul	NAVSUP PUB 490 Paragraph 8006-4	40
Officer Fitness Report, LTJG	28 Feb/31 Aug	31 Mar/30 Sep	BUPERSINST 1610.10	00S
Officer Fitness Report CW01/2	28 Feb/31 Aug	31 Mar/30 Sep	BUPERSINST 1610.10	00S
Force Substance Abuse Program	1 Mar/Oct	5 Apr/Nov	COMNAVAIRPACINST 5355.1	066
Employment of DOD Resources in Support of the U.S. Secret Services	23 Mar/Sep	10 Apr/Oct	SECNAVIST 3020.4	19
Officer Fitness Report, ENS	30 Apr/31 Oct	31 May/30 Nov	BUPERSINST 1610.10	00S
USCINCPAC Preparation for 19-- Congressional Testimony	1 Sep/Mar	30 Sep/Mar		10
Civilian Employees Assistant Program	5 Sep/Mar	5 Oct/Apr	CPI 792	12
Child Development Program	18 Dec/Jun	10 Jan/Jul	OPNAVINST 1700.9	90
<u>ANNUAL</u>				
Air Traffic Activity	1 Jan	25 Jan	NAVAIR 00-80T-114	30
Annual Financial Disclosure Report	1 Jan	1 May	SECNAVINST 5370.2	011
Annual Billet and Manpower Classification Report	1 Jan	15 Feb	OPNAVINST 1000.16	015
Secretary of the Navy Environmental Protection Award	1 Jan	1 Feb	OPNAVINST 5090.1	50
Hazardous Waste Annual Report	2 Jan	1 Feb	OPNAVINST 5090.1	50
Association of Naval Aviation (ANA) Awards	8 Jan	26 Feb		10

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ANNUAL (CONTINUED)

Course Requirements for AFIT, ALMC, AMETA, DISI, JMPTC AND USADACS	22 Jan	20 Feb	OPNAVNOTE 12410	12
Naval Reserve Augmentation for Fleet Exercise and Mutual Support	1 Feb	1 Mar	OPNAVINST 1500.41	015
American Petroleum Institute (API) Award	1 Feb	31 Mar	NAVSUPINST 3590.1	40
Enlisted Evaluations, E5	15 Feb	30 Mar	BUPERSINST 1610.10	10
Officer Fitness Report, CWO4/3	28 Feb	30 Mar	BUPERSINST 1610.10	00S
Change of Safe Combination	1 Mar	30 Mar	OPNAVINST 5510.1	10
Enlisted Evaluations, E9	15 Mar	30 Apr	BUPERSINST 1610.10	10
Navy Occupational Safety and Health Cost Data Report	15 Apr	15 May	OPNAVINST 5100.23	014
Aviation Ordnanceman of the Year	24 Apr	25 May	COMNAVAIRPAC 031501ZMAY93	70/60
Mobile Facilities (MF) Report	5 May	1Jun	COMNAVAIRPACINST 13670.1	40
Enlisted Evaluations, E4	15 May	30 Jun	BUPERSINST 1610.10	10
Base Mobilization Logistics Plans (BMLP) Annual Review	26 May	25 Jun	COMNAVAIRPAC 052132ZMAY86	39
Polychlorinated Biphenyls 50(PCB) Inventory Update	1 Jun	16 Jun	OPNAVINST 5090.1	50
Nuclear Accident Response Capability Report	16 Jun	1 Aug	NUCLEAR ACCIDENT RESPONSE CAPABILITY LISTING DNA 5100.52.IL	39
Annual Land Utilization Review	15 Jun	1 Aug	OPNAVINST 11011.10	50

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<u>ANNUAL (CONTINUED)</u>				
Officer Fitness Report, CAPT COMO and RADM	30 Jun	30 Jul	BUPERSINST 1610.10	00S
Shore Base Readiness Report (BASEREP)	15 Jul	1 Sep	OPNAVINST 3501.167	50
Naval Aeronautical Organization	27 Jul	1 Sep	OPNAVNOTE 5400	10
Special Duty Assignment Pay Annual Recertification	31 Jul	31 Aug	OPNAVINST 1160.6	015
Enlisted Evaluations, E7/8	15 Aug	15 Sep	BUPERSINST 1610.10	10
Officer Fitness Report, CDR	31 Aug	30 Sep	BUPERSINST 1610.10	00S
Physical Readiness Test Summary	1 Sep	30 Sep	OPNAVINST 6110.1	70
Allowance Requirements for Specialized Cryogenic Equipment	1 Sep	1 Oct	COMNAVAIRINST 10330.1	40
Golden Anchor Award	1 Sep	1 Oct	CINCPACFLTINST 1040.1	016
Navy Personal Property Excellence Award Program	5 Sep	30 Sep	NAVSUPINST 4050.67	40
Housing Utilization and Occupancy Report	10 Sep	5 Oct	NAVFAC P-930	50
Inventory Accuracy Officer Report	13 Sep	1 Oct	NAVSUPINST 4440.132	40
Unaccompanied Personnel Housing (UPH) Inventory and Utilization Data	14 Sep	8 Oct	NAVPERS 15606	40
Type "A" Annual Inspection Summary	15 Sep	15 Oct	OPNAVINST 11010.34	50

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Cash Awards for Military Personnel for Suggestions, Inventions and Science Achievements	15 Sep	15 Oct	OPNAVINST 1650.8	12
Commander in Chief's Installation Excellence Award	15 Sep	5 Dec	OPNAVINST 1650.23	10
Navy Flying Club Annual Report	20 Sep	20 Oct	OPNAVINST 1710.2	30
Base Structure Annex to the Manpower Requirements Report	20 Sep	10 Oct	OPNAVINST 11000.15	10
Report on the Results of Management Control Review	21 Sep	15 Oct	SECNAVINST 5200.52 COMNAVAIRPAC 5200.6 CINCPACFLTINST 5200.1	022
General Library Report	25 Sep	20 Oct	CNETINST 5070.1	90
Occupational Safety and Health Program Improvement Plan	30 Sep	30 Oct	OPNAV 5100.23	014
Annual Report of Navy Civilian Occupational Injuries and Illnesses	30 Sep	30 Oct	OPNAV 5100.23	014
Officer Fitness Report, LCDR	30 Sep	31 Oct	BUPERSINST 1610.10	00S
SECNAV Awards for Achievement in Safety Ashore	1 Oct	15 Nov	COMNAVAIRPAC 5100.15	014
Family Housing Inventory and Occupancy Maintenance Report	1 Oct	17 Oct	NAVFAC P-930	50
Secretary of Defense Maintenance Award	10 Oct	15 Dec	SECNAVINST 4790.3	10
Vice Admiral Robert B. Pirie Naval Air Traffic Controller of the Year Award	14 Oct	15 Dec	NAVAIR 00-80T-114	30

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<u>ANNUAL (CONTINUED)</u>				
Vice Admiral William P. Lawrence Naval Air Traffic Control Technician of the Year	14 Oct	15 Dec	NAVAIR 00-80T-114	30
Enlisted Evaluations, E6	15 Oct	30 Nov	BUPERSINST 1610.10	10
Interservice Support Coordinator	22 Oct	20 Nov	CINCPACFLTINST 4000.3	19
ADM Wesley L. McDonald Leadership Award	1 Nov	1 Dec	COMSTRKFIGHTWINGPACINST 1650.A	10
Utility Procurement Data Report	1 Nov	25 Nov	AVFACINST 11300/1D	50
Community Housing Services Report	1 Nov	19 Nov	OPNAVINST 11101.21	50
Solid Waste Annual Report (SWAR)	1 Nov	16 Nov	OPNAVINST 5090.1	50
Youth Recreation Program Annual Report	10 Nov	1 Dec	BUPERS LTR 1710 Pers 651 of 24 Sep 96	90
Navy Self-Help Bronze Hammer Award	15 Nov	10 Dec	OPNAVINST 11000.12	CBU -406
Command Histories	1 Dec	1 Mar	OPNAVINST 5750.12	012
Annual Navy League Awards	1 Dec	31 Jan	SECNAVINST 1650.34	10
Secretary of the Navy Award For Achievement in Safety Ashore	1 Dec	15 Jan	SECNAVINST 5100.15 OPNAVINST 5100.23	014
Sailor of the Year Sea/Shore	1 Dec	26 Jan	OPNAVINST 1700.10	10
Secretary of Defense Productivity Excellence Award	5 Dec	15 Jan	CINCPACFLTINST 1650.8A	10
Awards For Bachelor Quarters Management Excellence (Admiral Zumwalt Award)	5 Dec	10 Jan	COMNAVAIRPACINST 11100.5	10

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ANNUAL (CONTINUED)

Captain Jack McAuley Award	8 Dec	15 Feb	NASLEMINST 1650.8	10
SECNAV Energy Conservation Award	15 Dec	15 Jan	OPNAVINST 4100.7	50
Enlisted Evaluations, E3 and below	15 Dec	31 Jan	BUPERSINST 1610.10	10
Annual Privacy Act Report	20 Dec	1 Feb	SECNAVINST 5211.5	011
Missions, Functions and Tasks of Shore Activities	26 Dec	20 Jan	COMNAVAIRPACINST 5450.4	10
Annual Billets and Manpower Classification Review	30 Dec	30 Jan	OPNAV 1000.16	015
Officer Fitness Report, LT	31 Dec	31 Jan	BUPERSINST 1610.10	00S
Incentive Awards Program (Civilian)	as required	as required	CINCPACFLTINST 12451.1	12

BIENNIAL (EVERY TWO YEARS)

Annual Review Of Standard Instrument Departure Procedures (SIDS)	3 Mar Odd Year	1 Apr	OPNAVINST 3722.16	30
Standard Terminal Instrument Approach Procedures	3 Mar Even Year	1 Apr	OPNAV 3722.16 NAVAIR 00-80T-114	30

TRIENNIAL (EVERY THREE YEARS)

Position Management	1 Nov	15 Nov	CINCPACFLTINST	12
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